**Ground & Weather Conditions:**

* Work is often required on uneven ground, ground with changing weather or environmental considerations.
* Be alert to and adjust for the terrain, ice, snow, loose pebbles, gravel, rocks, ruts, ridges, uneven surfaces
* Wear appropriate and required/regulated footwear
* Avoid distractions like, phones, food, conversations, “day creaming” when working on these types of surfaces. Pay attention and watch where you are going.
* Be alert to ground and floor changes on the walking route or in the workspace
* Clean up debris
* Avoid puddles, clean up spills **(Refer to SDS prior to cleaning up)**
* Do not clutter the workspace or create a tripping or slipping hazard by where you place any item, tool, or work-related object within the workspace
* Keep pathways clear and clean, free of clutter and debris, tools work items.
* Report unsafe ground, workspace, or floor conditions.
* Inspect work surface areas and buildings where workers traverse or engage in a work activity
* Identify areas that have items placed where they usually might not be expected to be found. Mark or restrict access to the area until the floor or workspace surface returns to normal.
* Tractors, Mobile Equipment & Vehicles:
* When and where possible use 3 points of contact when mounting or dismounting
* Be aware of the surface you are stepping down or onto, adjust for weather and ground conditions.
* Do not “leap” off mobile equipment or from vehicles.

**Ladders:** *(This does not apply to ladders or working at elevations of more than 10 feet)*

* SEE YOUR SUPERVISOR PRIOR TO WORKING AT HEIGHTS
* Use only approved and inspected ladders
* Ensure solid and correct positioning of ladders
* Do not exceed ladder specifications for weight or height
* Never use the top of the ladder as a step
* Do not overburden yourself with items or objects when going up or down on the ladder
* Never overreach, get down and move the ladder
* Be aware of the surface conditions upon which you have set the ladder
* Activate the site working alone plan if you are working alone or in isolation

**Horses:**

* Ensure the horse is prepared for either mounting or dismounting,
* Mount and dismount on solid ground when and where possible
* Be aware of the conditions you are putting your foot down to when dismounting
* Be alert to conditions of the ground, ice, snow, water, mud, loose pebble, rocks, ridges and ruts can cause a slip or trip.
* Always maintain control of the horse when mounting or dismounting
* Control horse position to avoid being inadvertently by a moving horse when you dismount

**Stairs:**

* Inspect all stairways as part of regular inspections
* Replace damaged or worn boards
* Repair immediately protruding nails or screws
* Balance loads when traversing stairs
* Never overload yourself when traversing stairs
* Stay focused and attentive when going up and down stairs, avoid distractions like phones and food

**Office and Administrative settings**

**Disclaimer:** This resource is intended for guidance and employers are advised to customize this document or design their own to meet their business needs and legal obligations. Once customized from its original content this disclaimer may be removed to function as part of your Safety Program. This resource does not relieve persons using it from their responsibilities under applicable legislation. If you need assistance contact us at www.AgSafeBC.ca

* Keep floors clean and free of tracked in dirt, gravel, fluids, or spilled substances (Refer to SDS prior to cleaning up) clean up immediately.
* Keep chairs out of travelled walking paths.
* Pick up paper or other items that fall to floor.
* Do not use inappropriate items to stand on to reach shelves or things.
* Ensure that cords are not in travelled pathways, if they must be, ensure that they are taped down or a cord covering device is used.
* Keep floors clean and free of tracked in dirt, gravel, fluids, or spilled substances (Refer to SDS prior to